



Office of Pollution Prevention and Technical Assistance  
150 W. Market Street, Suite 703  
P.O. Box 6015  
Indianapolis, IN 46206-6015

## INDIANA RECYCLING AND HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAMS

### PRE-APPLICATION DEVELOPMENT PROCESS

A pre-application is the required first step in submitting a grant application. The pre-application process helps strengthen the application, saves time, works out project details, and helps in the development of a more competitive final application. IDEM strongly urges applicants to research implemented projects similar in scope or focus to the project being submitted for funding. This research will provide valuable guidelines and may be a model for lessons learned. IDEM staff are often able to refer you to someone who has implemented a similar project.

The pre-application process requires working with your IDEM regional representative, as pre-applications are being developed and written, and submitting a proposal to IDEM by the due date. This proposal will then be reviewed for completeness.

**A proposal is the completed application form which includes the following components:**

- Cover page, with description of proposed project
- Proposed budget
- Draft answers to the application form questions describing project details

**Grant Category**

**Maximum Funding Level**

Traditional	Up to \$50,000
Model	Up to \$50,000
Regional	Up to \$75,000
HHW	Up to \$60,000
IDEM Priority Projects	Reduced match example; requires IDEM pre-approval

**NOTE: Equipment, buildings, and HHW recycling/disposal must always be cash matched dollar for dollar.**

To be considered for grant review, the pre-proposal must be received by the following proposal due date:

**Recycling Proposal**  
**Due Dates**

May 30, 2003  
September 26, 2003  
May 28, 2004  
September 30, 2004

**HHW Proposal**  
**Due Dates**

June 27, 2003  
  
June 25, 2004

**Send the Application to:**

**By mail** IDEM/OPPTA  
**or hand:** 150 W. Market Street, Suite 703  
ISTA Building  
Indianapolis, IN 46204  
  
**By fax:** (317) 233-5627  
**By email:** See list below. (*Must be in Microsoft Word format.*)

**Region**

Northwest  
Northern  
West Central  
East Central  
Southeast  
Southwest  
Regional Grants

**Representative**

Amy Burns  
Jim Weingart  
Al Melvin  
Steven Boggs  
Beth Bell  
Larry Haag  
Kristin Brier

**Phone**

(888) 209-8892  
(800) 753-5519  
(800) 988-7901  
(800) 988-7901  
(812) 952-1144  
(888) 672-8323  
(800) 988-7901

**Email**

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